

WISCONSIN ARMY NATIONAL GUARD
ARMY ACTIVE GUARD RESERVE (AGR) VACANCY ANNOUNCEMENT

JFHQ-WI, J1 STAFFING – AGR
2400 WRIGHT ST RM 228
MADISON, WI 53704-2572

ng.wi.wiarng.mbx.j1-internet-feedback@mail.mil

VACANCY ANNOUNCEMENT NUMBER: 19-126 ARNG

OPEN DATE: 24 July 2019

CLOSING DATE: 31 July 2019

POSITION TITLE: DTMS Manager

MOS: 00F40

POSITION GRADE: E7

GRADES AUTHORIZED TO APPLY: E7

DUTY LOCATION: Joint Force HQ – WI, G3, Madison, WI

AREAS OF CONSIDERATION: Open to WIARNG on board AGRs that possess advertised grade

DUTIES AND RESPONSIBILITIES:

Serves as the G3 DTMS Manager for the Training Branch. Works as the POC for the MSCs regarding training transactions and policies. Responsible for all travel financial transactions, guidance for Annual Training and Special Project accounts. Conducts state and MSC level training in DTMS and other related training programs. Conducts Organizational Inspections as required of the entire organization. Responsible for completing the 1021e request process, IRT, TADDS, and LTA programs. The G3 DTMS Manager also serves as the back up to all account managers for all the G3 accounts, to include MOB, IDT, NET, and Schools, assisting in AFCOS and DTS related transactions. Conducts all other duties as assigned.

***NOTE* This is the selection phase, but the assignment date won't be determined until all the selections are made.**

HOW TO APPLY

All applicants must submit a complete application packet to J1 to be considered for an AGR position. Documents will not be accepted after the closing date.

(If assistance in obtaining the below documentation is needed, contact your unit Readiness NCO). If you are unable to obtain or must substitute required documents, a detailed statement must be provided in the Application Cover letter to justify their absence. Failure to include justification in cover letter will result in disqualification of application.

- ☐ COVER LETTER that includes name, rank, Job Announcement Number, Position Title, duty status (traditional, technician, AGR, etc.) for which you are applying, and contact information (i.e. Phone numbers and an e-mail address). **Required for all applications.**
- ☐ NGB FORM 34-1 (Application for AGR Position) dated 11 November 2013 **(must be provided even if already AGR; must be signed and dated)**. Manually signed copy accepted. Digital signature may fall off when combining PDF files. Double check prior to sending packet.
- ☐ DMA FORM 181-E (Race and National Origin Identification) dated OCT 2006
- ☐ DA FORM 2166-9-2 (NCOER) 3 most current NCOERs.
- ☐ ENLISTED RECORD BRIEF (ERB)
- ☐ HEIGHT/WEIGHT VERIFICATION MEMORANDUM OR 5500/5501 (Within 6 months)

- ☐ DA FORM 705 (Army Physical Fitness Test Scorecard; Must be a valid, record passing APFT with 6 months)
- ☐ INDIVIDUAL MEDICAL READINESS (**IMR**) REPORT from MEDPROS
- ☐ APPROVED STABILIZATION ETP MEMORANDUM (If within 18 months of initial WIARNG AGR tour or 12 months of reassignment)

1. E-mail **SCANNED** application to: ng.wi.wiarng.mbx.j1-internet-feedback@mail.mil An email will be sent to confirm receipt of application. **Emails verifying receipt are not automatic.** Feel free to call Comm (608) 242-3720 DSN 724-3720 to verify receipt of your packet. Scan file in as 1 PDF. Contact your unit to assist if needed.

2. Applications can also be mailed at applicant's own expense (next day mail suggested) to: Joint Force Headquarters Wisconsin, ATTN: **WIJS-J1-AGR (AGR Army Staffing)**, 2400 Wright Street, Madison, WI 53704-2572. Do not submit application packets in three-ring binders, 2 sided, on card stock, or staple pages together. Must be received prior to closing date or it will be disqualified (do not mail out the last day job announcement is open!) Individuals may call 608-242-3720 before job-closing date to ensure the application was received.

3. *J1 will not review the application for completion or accuracy before the closing date.* The applicant is responsible to ensure that application is complete and all required documents are correct and included. If the application is incomplete, a letter will be sent to the individual indicating the reason for disqualification. All applications submitted become the property of the Human Resources Office and will not be returned.

4. Interested Soldiers must inform their chain of command.

5. Questions regarding this announcement may be referred to AGR Army Staffing, Comm (608) 242-3720 DSN 724-3720 or e-mail ng.wi.wiarng.mbx.j1-internet-feedback@mail.mil